

AE Fall 2020 Reopen Plan for Parents/Students

WELCOME BACK

- REGISTRATION

- THIS WILL OPEN UP ONLINE AUGUST 14TH. PARENTS CAN CALL THE OFFICE AND MAKE AN APPOINTMENT IF THEY NEED HELP IN PERSON. PARENTS ARE ENCOURAGED TO COMPLETE REGISTRATION FOR IN-PERSON OR ONLINE INSTRUCTION BY AUGUST 28TH, 2020. RETURNING PARENTS ARE ENCOURAGED TO VERIFY THEIR ENROLLMENT IN SKYWARD BY VISITING THE LJSD ENROLLMENT PAGE.

- MEET THE TEACHER

- WE WILL BE SENDING OUT A VIDEO OF YOUR CHILD'S GRADE LEVEL TEACHING TEAM ON THURSDAY SEPTEMBER 3RD. THIS WILL ALLOW YOU TO MEET THE TEACHER (VIRTUALLY), SEE THE CLASSROOM AND LEARN ABOUT OUR UPDATED PROCEDURES FOR THE YEAR.
- WE WILL PLAN FOR OPTIONAL FACE TO FACE MEETINGS IN THE FIRST FEW WEEKS OF SCHOOL TO PROVIDE TEACHERS AND PARENTS TIME TO GET ACQUAINTED. BE LOOKING FOR MORE INFORMATION ABOUT THIS EVENT SOON.
- WE WILL POST TEACHER ASSIGNMENTS ON THE FRONT ENTRY WINDOWS LATE FRIDAY SEPTEMBER 4TH.

- THE 2020-2021 [AE STUDENT HANDBOOK](#) HAS BEEN UPDATED *FOR NORMAL OPERATIONS*. THE HANDBOOK IS SUBJECT TO BE CHANGED BY OPERATIONAL DETAILS OF LJSD'S REOPENING PLAN.

SAFETY PROTOCOLS

- PPE STRATEGIES

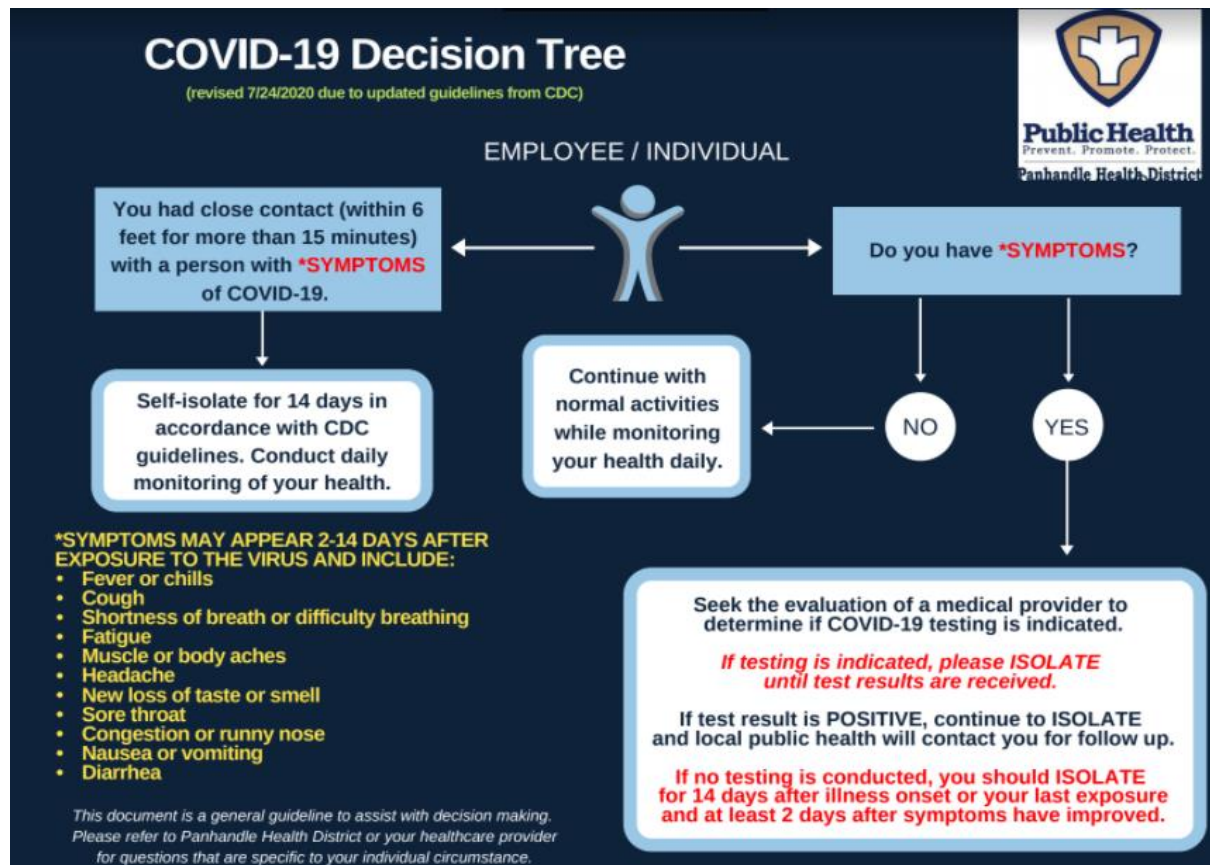
- EVERYDAY PREVENTIVE ACTIONS FOR STUDENTS AND STAFF WILL BE IMPLEMENTED
- OPTIONAL MASKS/FACE SHIELD
- STUDENTS AND STAFF USE HANDWASHING AND SANITATION STATIONS LOCATED AROUND THE BUILDING

- **STUDENT/FAMILY RESPONSIBILITIES:**

- IF YOU HAVE TESTED POSITIVE OR HAVE BEEN CONFIRMED TO HAVE COVID-19:

- DO NOT ATTEND SCHOOL.
- NOTIFY YOUR SCHOOL OF THE POSITIVE TEST AND YOUR STUDENT'S NEED TO BE ABSENT.
- STUDENTS WHO HAVE TESTED POSITIVE FOR COVID-19 OR WHO HAVE NOT BEEN TESTED BUT WERE DIRECTED TO STAY HOME MAY RETURN TO SCHOOL UNDER THE FOLLOWING CONDITIONS ([PER CDC GUIDANCE](#)):

- AT LEAST 10 DAYS SINCE SYMPTOMS FIRST APPEARED **AND**
- AT LEAST 24 HOURS WITH NO FEVER WITHOUT THE USE OF FEVER-REDUCING MEDICATIONS **AND**
- SYMPTOMS HAVE IMPROVED.



- **CLASSROOM**

- STAFF AND STUDENTS TRAINED IN THE AREAS OF PHYSICAL DISTANCING AND HANDWASHING
- DISINFECT DESKS, KEYBOARDS, AND SCREENS
 - SCHEDULE DESK SANITATION DURING SCHOOL DAY AT APPROPRIATE TRANSITIONS
 - CUSTODIAL STAFF ROUTINELY CLEAN HIGHLY TOUCHED SURFACES IN EVENINGS
- DESKS -- ARRANGED TO ACCOUNT FOR PHYSICAL DISTANCING (6FT 1')
- INTEGRATE GOOD HYGIENE PRACTICES INTO INSTRUCTION AND CLASSROOM EXPECTATIONS
- LIMIT THE USE OF SHARED MATERIALS AND SPACES
 - KEEP STUDENT BELONGINGS SEPARATE
 - AVOID SHARING SUPPLIES
 - AVOID SHARING ELECTRONIC DEVICES, TOYS, BOOKS, AND OTHER GAMES OR LEARNING AIDS
 - AVOID SHARING OF MUSIC INSTRUMENTS
- STUDENTS AND STAFF USE PERSONAL WATER BOTTLES
- EVERY TEACHER WILL HAVE GOOGLE CLASSROOM SET UP FOR THEIR CLASSROOM

CHROMEBOOK CHECK OUT PROCEDURE:

- WE PLAN TO CHECK OUT DEVICES TO STUDENTS IN LAKELAND ONLINE ACADEMY ONLY ON THURSDAY, SEPTEMBER 3RD 7:00 A.M. TO 5:00 P.M.

FIELD TRIPS

- THERE WILL BE NO FIELD TRIPS DURING THE 2020-2021 SCHOOL YEAR. EFFORTS WILL BE MADE BY INSTRUCTIONAL STAFF TO USE DIGITAL RESOURCES TO EXPLORE PLACES, INDUSTRIES OR OTHER OUT-OF-SCHOOL EXPERIENCES THAT WOULD SUPPORT STUDENT LEARNING.

- **DROP OFF/PICK-UP PROTOCOLS**

- STUDENTS WILL ARRIVE AND ENTER THE BUILDING TO HEAD TO THEIR CLASSROOM. **THERE WILL BE NO 8:45-9:00 RECESS OR SUPERVISION FOR EARLY ARRIVALS.**
- IF YOUR CHILD DOES NOT RIDE A BUS PLEASE PLAN TO HAVE THEM ARRIVE AS CLOSE TO 9:00 AS POSSIBLE. IF

THEY ARE EATING BREAKFAST THEY WILL ENTER THROUGH FRONT DOORS AND GET A GRAB AND GO BREAKFAST AND EAT IN THE CLASSROOM

- IF STUDENT RIDES A BUS WHEN BUSES ARRIVE THEY WILL NOT UNLOAD UNTIL THE PREVIOUS BUS HAS UNLOADED THEIR STUDENTS AND THEY ARE INSIDE THE CLASSROOM
- [SCHOOL MAP](#)
 - KINDERGARTEN ENTER AND EXIT THROUGH THE BUS LOOP DOORS
 - 1ST GRADE THROUGH PLAYGROUND DOORS
 - 2ND GRADE THROUGH TUNNEL DOORS
 - 3RD-6TH GRADE THROUGH OUTSIDE CLASSROOM DOORS
- PICK UP TIMES WILL BE STAGGERED AT THE END OF THE DAY FOR ALL STUDENTS

- **OFFICE STRATEGIES AND OTHER NON-INSTRUCTIONAL SPACES**

- MAINTAIN 6 FT. DISTANCE WHEN POSSIBLE (FLOOR STICKERS)
- PLEXI-GLASS GUARDS PLACED AT:
 - COUNTERS WHERE THE PUBLIC OR GUESTS TO THE SCHOOL MAY STAND OR APPROACH
- DISINFECT SURFACE AREAS REGULARLY AND FREQUENTLY
- HAND SANITIZER AT EACH WORKSTATION

- **FOOD SERVICES**

- [Letter from Chartwell](#)

- **VISITORS**

- LIMIT VISITORS TO PARENTS, BY APPOINTMENT, AND CRITICALLY IMPORTANT VISITORS ON CAMPUS
 - VOLUNTEERS/VISITORS TO CAMPUS WILL BE LIMITED BASED ON THE ABILITY TO SOCIAL DISTANCE.
- DOORS LOCKED DURING SCHOOL HOURS
- VISITATION PROCEDURE FOR APPOINTMENTS. PLEASE CALL AHEAD SO WE CAN ENSURE YOUR CHILD(REN) ARE IN THE OFFICE AND READY TO GO UPON YOUR ARRIVAL.
- PLEASE USE INTERCOM BUTTON TO HAVE OFFICE STAFF UNLOCK ENTRYWAY DOOR

- **RESOURCES**

- [Updated LJSD Reopen Plan](#)

GREEN - Traditional Schedule (No Community Spread)

Logistics	Arrival/Departure	Transportation	Recess	Breakfast/Lunch	Bathroom	Physical Classroom Space
	*Designate Entrance/Exit paths per grade/per building	*Masks Optional * Daily Cleaning Protocols in Place * No Field Trips	*Outside Recess Schedule Implemented * Follow Inside Recess Protocol	*In classroom *Paras/Specialists deliver breakfast and lunch to classrooms	*Daily Deep Cleaning *Frequent cleanings throughout the day * Teach to Bathroom Hygiene * 3 at a time	*6 ft plus 1-inch apart *Students bring their own water bottles- drinking fountains will not be in use
Instruction	Face to Face Mon 10:00- 3:30 Tues-Fri 9:00-3:30		Lakeland Online Academy	Classroom Materials	Assessments	Grading
	*full time- 5 days/week normal schedule Monday Late Start	*A full time online option will be available for students through Lakeland Online Academy.	*No shared materials	*Assessments will be given in person	*Traditional Grading Practices	

YELLOW - Modified Traditional Schedule (Minimal Community/School Spread)

Logistics	Arrival/Departure	Transportation	Recess	Breakfast/Lunch	Bathroom	Physical Classroom Space
	*Designate Entrance/Exit paths per grade/per building	*Masks Optional * Daily Cleaning Protocols in Place * No Field Trips	*Outside Recess Schedule Implemented * Follow Inside Recess Protocol	*In classroom *Paras/Specialists deliver breakfast and lunch to classrooms	*Daily Deep Cleaning *Frequent cleanings throughout the day * Teach to Bathroom Hygiene	*6 ft plus 1-inch apart *Students bring their own water bottles- drinking fountains will not be in use

					* 3 at a time	
Instruction	Face to Face 9:00-2:30		Lakeland Online Academy	Classroom Materials	Assessments	Grading
	5 days a week in-person Mon-Fri 9:00-2:30		*A full time online option will be available for students through Lakeland Online Academy.	*No shared materials *Assigned individual Chromebook	*Assessments will be given in person	*Traditional Grading Practices

ORANGE - Blended Learning (Moderate Community/School Spread)

Logistics	Arrival/Departure	Transportation	Recess	Breakfast/Lunch	Bathroom	Physical Classroom Space
	*Designate Entrance/Exit paths per grade/per building	*Masks optional * Daily Cleaning Protocols in Place * No Field Trips	*Outside Recess Schedule Implemented * Follow Inside Recess Protocol	*In classroom *Paras/Specialists deliver breakfast and lunch to classrooms	*Daily Deep Cleaning *Frequent cleanings throughout the day * Teach to Bathroom Hygiene * 3 at a time	*6 ft plus 1-inch apart *Students bring their own water bottles- drinking fountains will not be in use

Instruction	Blended Learning Model	Lakeland Online Academy	Classroom Materials	Assessments	Grading						
	<p>*Blended learning model where students will participate in 5 days of instruction, between learning in-person and via online (livestream {synchronous} or recorded {asynchronous} both available)</p> <table border="1"> <thead> <tr> <th>Mon</th> <th>Cohort A</th> <th>Cohort B</th> </tr> </thead> <tbody> <tr> <td>Individual Assistance Available</td> <td> Tues/Thurs 9:00-3:30 In-Person Mon/Wed/Fri Online </td> <td> Wed/Fri 9:00-3:30 In-Person Mon/Tues/Thurs Online </td> </tr> </tbody> </table> <p>*Teachers will provide weekly lesson plans to parents</p>	Mon	Cohort A	Cohort B	Individual Assistance Available	Tues/Thurs 9:00-3:30 In-Person Mon/Wed/Fri Online	Wed/Fri 9:00-3:30 In-Person Mon/Tues/Thurs Online	<p>*A full time online option will be available for students through Lakeland Online Academy.</p>	<p>*No shared materials</p>	<p>*Assessments will be given in person</p>	<p>*Traditional Grading Practices</p>
Mon	Cohort A	Cohort B									
Individual Assistance Available	Tues/Thurs 9:00-3:30 In-Person Mon/Wed/Fri Online	Wed/Fri 9:00-3:30 In-Person Mon/Tues/Thurs Online									

RED - Remote Online Learning (Substantial Community/School Spread)

Instruction	Remote Online Learning	Lakeland Online Academy	Classroom Materials	Assessments	Grading
	<p>* Students will be learning via online (livestream {synchronous} or recorded {asynchronous} both available)</p> <p>*Tentative Schedule</p>	<p>*A full time online option will be available for students through Lakeland Online Academy.</p>	<p>*No shared materials</p>	<p>*Assessments will be given in person if needed otherwise online</p>	<p>*Traditional Grading Practices</p>

	9:00-10:15- ELA/Social Studies 10:15-10:30 Exercise Break 10:30-11:15 Writing/Grammar 11:15-11:45 Lunch 11:45-1:45 Math/Science 1:45-3:30- Individualized Support *Teachers will provide weekly lesson plans to parents				
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Technology Tools and Resources

Category	Adopted Tool	Supplementary Tool
Learning Management System (LMS)	Google Classroom	
File Storage & Sharing	Google Drive	
Document, Slide or Spreadsheet Editing/Creation	Google Docs Slides Sheets	
Video Conferencing	Google Meet	
Communication	Email Phone	Class Dojo

Single Sign On Portal	Clever Freckle ISIP IReady	
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